

Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT



Legislative Intern

Recruitment Period: Submit resume **September 19, 2016 - October 21, 2016**

Number of Positions: Three (3) positions

Salary: \$10/hour

FLSA Status:

Position Location: Fulton County, GA

Job Summary

The Judicial Council/Administrative Office of the Courts (JC/AOC) is seeking interns for the 2017 Legislative Session. Interns will gain first-hand experience with the Georgia legislative process as they assist the Office of Governmental & Trial Court Liaison with monitoring and tracking legislation that affects the Judicial Branch of Georgia. Interns will gain knowledge about the work and operations of the JC/AOC and the Georgia Judiciary.

Job Responsibilities:

- Attend and make notes of committee meetings as assigned.
- Generate bill summary reports
- Assist in tracking relevant legislation
- Other duties as required

Technical Competencies:

- Ability to work a maximum of 28 hours a week between the months of January and April
- Ability to quickly adapt to challenges and new requirements
- Ability to work in a team environment
- Flexibility regarding work schedules and duties
- Strong writing and research skills
- Basic knowledge of Georgia state government and legislative processes

Minimum Qualifications

Currently a Junior, Senior, Graduate or Law Student. Position is also open to recent graduates.

The JC/Administrative Office of the Courts is an Equal Opportunity Employer

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-656-5171. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

To apply:

Please submit resume to resume@georgiacourts.gov by close of business **October 21, 2016.**

Subject line **MUST** include: **Legislative Intern**